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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 8 February 1956

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #6
Assessment and Evaluation Staff
1-7 February 1956

I. SIGNIFICANT ITEMS. None

II. OTHER ACTIVITIES.

A. Office of the Chief.

1. Chief, A & E, and [] held the first of a series of meetings with personnel officers, to discuss problems of mutual concern.

2. Chief, A & E, [], OTR, discussed evaluation problems with particular reference to some of the Headquarters programs.

3. Deputy Chief, A & E, conferred with Dr. John Lilly, of the National Institute for Mental Health, and [] concerning studies related to []

B. Testing Services Branch.

Chief, TSB, and [] conferred with [] and [] Clerical Training Branch, on matters of mutual concern in connection with shorthand training courses and shorthand proficiency testing.

C. Training Evaluation Branch.

1. [], Consultant, worked with members of the Branch on 2 and 3 February. The major portion of his time was spent assisting [] in formulating material for use in the Course on World Communism.

2. [], Chief, Clerical Training, met with Chief, TEB, on Friday, February, to discuss difficulties which have been encountered in disseminating Training Evaluation Reports for unassigned persons in the Clerical Induction Course. A second meeting, including other persons involved in the dissemination process, has been scheduled for Wednesday, 8 February.

3. [], met with members of the staff on Thursday seeking background information on a [] problem.

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4. A meeting was held with Chief Instructor, Intelligence Writing Course, to discuss the materials used as tests and exercises in that course. A review will be made of some additional materials to determine their adaptability to course use.

5. At a meeting with the instructors in the Course on World Communism, revisions of the test on course content developed during the last running of the course were planned. The revised test will be given again to the current class, CWC #12.

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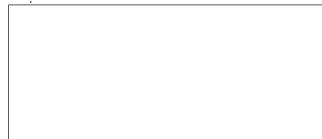
6. [] is currently auditing the evaluation phases of the Operations Support Course at headquarters.

III. PERSONNEL NOTES.

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[] began a period of 3 months' leave on February 6 to prepare for his comprehensive Ph.D. examination.

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